



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

IN REPLY REFER TO:
12000

G-1

- 5 AUG 2002

COMMANDING GENERAL'S POLICY LETTER 12-02

From: Commanding General

To: Distribution List

Subj: CIVILIAN PERSONNEL

1. Situation. Civilian personnel assigned to the Marine Corps Recruiting Command (MCRC) and subordinate organizations perform important functions throughout the command and are vital to our continued success. They provide continuity and flexibility in key positions. Because MCRC organizations are located throughout the continental United States, civilian personnel management is decentralized, and civilian payroll, position classification and position management functions are performed by several Human Resource organizations.

2. Mission. Commanders at all levels will continually strive to provide our civilian personnel with the same level of leadership and training we pride ourselves in providing to our Marines. Commanders will seek to make efficient and effective position management and classification decisions that maximize the potential for civilian personnel to contribute to the continued success of the command.

3. Execution

a. Commander's Intent. I intend to provide commanders with the tools they need to lead their civilian personnel in a manner that maximizes the employees' contributions to the command while making the most efficient and effective use of this vital resource. End state: Civilian personnel continue to serve in pivotal positions and contribute to the success of the MCRC mission.

b. Concept of Operations/Guidance

(1) Civilian personnel management will adhere to the requirements of the Office of Personnel Management (OPM) and the Department of the Navy (DON). Additional policy concerning the management of civilian personnel throughout MCRC will be issued by this headquarters. Commanders at all levels will adhere to published guidance to the greatest extent possible, consistent with

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their need to comply with procedures mandated by OPM, the DON and local Human Resource Offices.

(2) Tables of Organization (T/O) will reflect the organization of billets in Marine Corps Districts and Recruiting Stations as they are staffed. Where personnel management decisions alter the T/O, commanders will provide information concerning the new organization to this headquarters (AC/S, G-1).

c. Tasks

(1) Region CGs. Provide oversight of civilian personnel management functions for subordinate Districts. Appoint a Region Civilian Personnel Coordinator to coordinate civilian personnel matters that affect Districts in each respective region. Coordinate with this headquarters concerning policy matters that affect all of MCRC.

(2) District COs. Manage civilian personnel in the most effective and efficient manner possible. Coordinate with respective Region Commanders and local Human Resources Office personnel on matters affecting civilian personnel at the District and Recruiting Station levels.

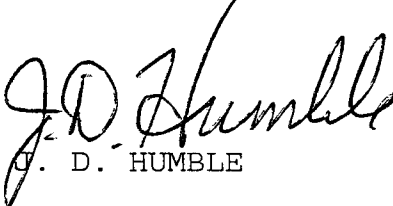
(3) AC/S, G-1, MCRC. Maintain staff cognizance over civilian personnel matters on behalf of the Commanding General. Coordinate with local Human Resources Office personnel on matters affecting MCRC headquarters personnel. The Deputy AC/S, G-1, serves as the Civilian Personnel Coordinator for MCRC and assists the AC/S, G-1, in matters that affect MCRC headquarters personnel.

4. Administration and Logistics. Funding for MCRC civilian personnel is programmed by the Commandant of the Marine Corps (RF). Letters of Allowance are programmed at the District level.

5. Command and Signal

a. Command Relationships. The CG, MCRC, will provide overall policy guidance concerning the management of civilian personnel. The Region CGs will administer policy for their Districts.

b. Signal. None.


J. D. HUMBLE

Distribution: A/D